

Brookdale Retail and Office Park

Contractor Rules & Regulations

Requirements for Condominium Unit Owner Managed Construction Projects

****All requirements must be acknowledged with appropriate documents submitted as directed below along with contractor signature prior to commencement of any work.*

1. A certificate of insurance is required by the contractor naming the **Brookdale Retail and Office Park** as additional insured.
2. Contractor shall submit a copy of the permit for any construction on the property.
3. Use of common areas by contractors is not permitted, except for ingress and egress only via stairwell.
4. Material should be delivered and transported to the suite via stairwell.
5. **Any work that interferes with the business of other building occupants must be performed after normal business hours.**
6. All common areas must always be protected and kept clean, including restrooms.
7. No work is to be done that changes the common area hallway flooring or plenum ceiling. Any changes that will impact the common area hallway will need to be reviewed and approved by Association Management.
8. If damage is caused by contractor to common areas, contractor is required to repair common areas immediately after damage occurs, but no later than obtaining Temporary Certificate of Occupancy (TCO).
9. No adjacent suites or common areas may be used for storage.
10. Contractors shall always present themselves in a professional manner.
11. The contractor shall schedule a time to walk the space with the Association Manager before and after substantial completion.
12. After construction is complete, Contractor shall return the common areas to a Class A standard by cleaning the common area carpets via hot water extraction (or replacing same if damage is done), retouching any walls with paint, or repairing/replacing other existing wall covering as needed.
13. This is a smoke-free facility. Smoking is NOT permitted anywhere on the premises.
14. Contractor shall notify Association Manager, **at least 48 hours in advance**, of the following:
 - a. When the fire or life safety system needs to be placed offline/on test,
 - b. Work that will interfere with other businesses within the building, during or after business hours,
 - c. When access is required in any occupied suite.
15. Contractors are free to use any subcontractor of their choice except for the following:
 - a. All roof penetration shall be done by Johnson Roofing Services.
 - b. All work for Sprinkler Systems - Wayne Automatic.
16. **The fire system in the building is monitored by Wayne Automatic. Any work that ties into the fire system or sprinklers must be discussed and performed with permission from CRS.** (contact info below)
17. The Association may adopt such other reasonable regulations for the benefit of the building, or its occupants as may be necessary from time to time.